***Annex D.***

**WORK AND FINANCIAL PLAN**

For CY/FY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRES : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| ***Goals/ Objectives*** | ***Items*** | ***Activities*** |  | | ***Targets and Financial Requirements*** | | | |  | |  | ***Sources of Funds***  ***(pls. specify both foreign***  ***& local***  ***donors)*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1st Qtr*** | | ***2nd Qtr*** | | ***3rd Qtr*** | | ***4th Qtr*** | | ***Grand Total*** |
| ***Physical Target*** | ***Financial Target*** | ***Physical Target*** | ***Financial Target*** | ***Physical Target*** | ***Financial Target*** | ***Physical Target*** | ***Financial Target*** |  |  |
|  | **Programs** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Administrative** |  |  |  |  |  |  |  |  |  |  |  |
|  | **Grand Total** |  |  |  |  |  |  |  |  |  |  |  |

| **Prepared by:** | **Name and Signature of Agency Head or Authorized Representative** | **Designation** | **Date** |
| --- | --- | --- | --- |

| **CERTIFICATION FROM THE FUNDING AGENCY**  **(*If the majority of funds are funded by a partner agency)***  *I,* ***(Name of Agency Head or Authorized Representative of the Partner Agency)****, do hereby certify that the operations of* ***(Name of SWDA)*** *shall be funded by our agency for the next two (2) succeeding years, either through direct funding or other financial arrangements. This certification is valid and binding and shall serve as a clear indication of the commitment of our agency to provide the necessary funds for the SWDA’s operations for the above-mentioned period.* | | |
| --- | --- | --- |
| ***Name and Signature of Agency Head or Authorized Representative of the Partner Agency)*** | ***Designation*** | ***Date*** |

Distribution of fund allocation and utilization in the implementation of social welfare and development programs and services of Social Welfare and Development Agencies (SWDAs) must be at least 70% of its funds are disbursed for direct social welfare services while 30% of the funds are disbursed for administrative services. The following are expenses considered for programs and administrative costs respectively:

1. **Program expenses** – refer to cost or valuation of items, goods and services that are directly consumed by/spent for the benefits of the beneficiaries such as:
   1. ***Basic Services*** – refer to services addressing the basic needs of the beneficiaries such as food, clothing and shelter. This also include social services that contribute to the healing and rehabilitation of the beneficiaries and other support services such as legal, educational, socio-cultural health and nutrition, livelihood and referral services as well as salaries & benefits of program staff
   2. ***Consumable Goods*** – refer to goods that directly benefit the beneficiaries while at the residential facility such as: electricity, water and communications e.g. telephone, mails, internet, tri-media publications
2. **Administrative expenses –** refer to operational expenses of the agency or the organization enabling them to manage their day to day operation/transactions such as, but not limited to office rentals, repairs and maintenance of the office fixture and equipment, taxes, utilities, salaries and benefits of administrative staff.

If an item, good or service cannot be completely/predominantly considered as direct or indirect, a reasonable pro-rating should be employed to assign the cost to either administrative (indirect) or program (direct) expense.